

CITY OF LOWELL
Job Description
Please Post ~ August 9, 2006
Deadline ~ August 15, 2006
Pollard Memorial Library
Youth / Adolescent Behavior Specialist

Job Title: *Youth / Adolescent Behavior Specialist - Grant Funded / Temporary Part Time*
Department: Pollard Memorial Library
Reports To: Director / Assistant Director
Salary: *\$14.25 per hour/16 hours per week/Monday - Thursday: 3:30 PM to 7:30 PM*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

The Pollard Memorial Library Adolescent Behavior Specialist works as a member of the Youth Services team and serves as an advocate for the teenagers by becoming engaged with the middle school and high school students with specific objectives of assisting them with appropriate library use behavior.

Establish effective communication with teenage customers in order to inform them and assist them with Pollard Memorial Library's acceptable behavior policies.

Monitoring the behavior of teenage customers on library premises, inside and outside of the building.

Work with staff to develop and foster a welcoming and safe environment for teenage library customers.

Keep informed about Lowell community agencies and services that are designed to assist teenagers.

Communicate with relevant middle school and high school personnel regarding behavior issues at the library.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Master's degree preferred; Bachelor's degree with two (2) years experience in youth social work, preferably with teenagers. Familiarity and experience with models of conflict resolution, setting limits, group process, proactive intervention and behavior management. Experience with disruptive and acting out behavior. Ability to judge whether a teenager's behavior is problematic, and to handle difficult situations effectively. Ability to interact well with all library customers, especially teenagers. Ability to communicate effectively, both orally and in writing. Ability to deal tactfully and courteously with, and develop and maintain effective working relationships with community, coworkers, and especially teenagers.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Individuals with bilingual skills encouraged to apply.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send resume and/or applications to the Human Relations Office, Rm 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ Wednesday, August 16, 2006

EOE/AA/504 Employer

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